MASS. PS30.2:SCH 65/998

# School Pupil Transport Vehicles

## USER MANUAL

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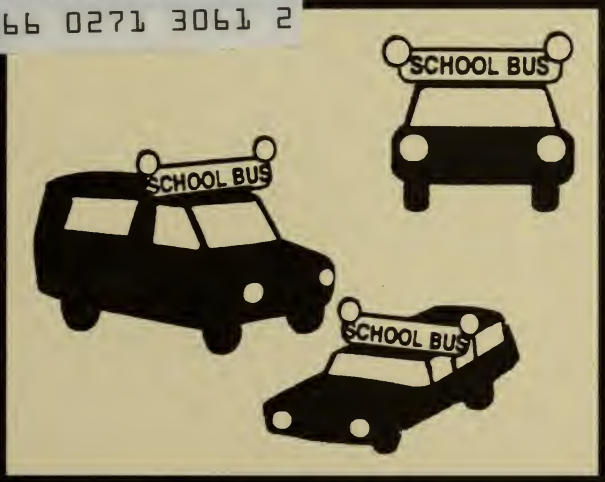


*A manual for obtaining a license to operate smaller pupil transport vehicles (7D vehicles- those regulated by Chapter 90 sec 7D)*

**Richard D. Lyons**
REGISTRAR OF MOTOR VEHICLES

# How to Obtain a 7D License

1. Obtain a 7D application from any RMV branch office or license express location (see back of pamphlet for locations).

2. Get a physical examination. The medical certificate must be completed by a licensed physician. The medical evaluation is only valid for 90 days. A new physical is required if the examination is more than 90 days old.

   *Note: All information must be completed on application (i.e., doctor's signature/registration number) or application will be denied.*

3. If you are not a Massachusetts resident or have moved into the state recently, you must obtain a certified criminal records check as well as a certified driving record from your current/former home state. These documents must be no more than 30 days old.

4. Study this manual along with the Class D Driver's Manual to prepare for the 7D written test.

5. Go to any RMV full service branch (not License Express offices or satellite branches) to take your test. You must pay the $15.00 test fee prior to beginning the test.

6. Once you have passed the written test, to process your 7D license application, you must present an additional **non-refundable $15.00 check** or **money order** (made out to the **Registry of Motor Vehicles**).

7. If you are approved as 7D licensee, you will receive a one year 7D certification. If you have let your certification expire, you have four years to renew your 7D license from the date of expiration. If your license is more than four years old, you must complete all steps of the 7D license certification process.

8. When renewal time approaches, the Registry of Motor Vehicles will notify you by mail.

   *Note: You will not receive notification if an incorrect address is recorded with the Registry. If you move, notify the Registry of Motor Vehicles within 30 days of your move. Please call the Phone Center (listed in the back) to change and confirm an address.*

9. No School Pupil Transport license will be issued or renewed if you have any outstanding parking tickets, excise tax, citations for abandoned vehicles, court warrants or unpaid child support (See page 43 of the Class D Manual for more information).

## Introduction

With the Massachusetts Legislature's passage of Chapter 683 of the Acts of 1986, the view that school pupil transport vehicles carry a cargo so precious that stringent measures must be applied to test drivers and regulate the vehicles was formalized into law.

School pupil transport vehicles, also called 7D vehicles, generally vans and station wagons limited to a **maximum of eight** pupil passengers, are frequently used to transport special needs and handicapped pupils, a population needing particular care and knowledge on the part of those entrusted with their supervision.

As an applicant for a 7D driver's license, you have chosen a career whose demands are far outweighed by its rewards.

This booklet provides an introduction to the special requirements of 7D driving as well as the information necessary to prepare yourself for the written exam which all applicants must pass.

You should familiarize yourself with the entire contents, focusing on your responsibilities as a driver.

## License Requirements

Legal requirements focus on driver qualifications, vehicle equipment, and driver responsibilities while the vehicle is in use.

Applicants for a school pupil transport driver's license (7D) must be at least 21, and have been duly licensed for three continuous years prior to applying for a license. Effective January 1, 1988, all persons operating a 7D vehicle must be properly licensed.

If your three years' driving experience occurred in another state or country, you must attach a driving record and criminal record check from that jurisdiction (no more than 30 days old), on original letterhead.

Persons licensed to operate a school bus by the Massachusetts Department of Public Utilities may drive 7D vehicles.

Applicants must be of good moral character and pass an eye exam, written test, and a physical determined by the Registrar.

## Applying for a License

1. Fill out school pupil transport license application available at any RMV office.

2. Take the application to the physician administering the required physical prior to taking the written exam. The medical evaluation is only valid for 90 days.

3. Take the completed application with a $15.00 fee to the nearest Registry office for a written test.

4. When you pass the written test, pay the nonrefundable $15.00 license fee in the form of a **personal** or **certified check** or **money order** made payable to the Registry of Motor Vehicles. **(No cash please).**

5. All documentation will be forwarded to the Boston Driver Licensing Section by overnight courier for probation and driver record screening.

6. If your license is approved, it will be mailed to you.

***In order to receive a school transport driver's license, you must:***

- ☑ Have a physical examination by a licensed physician who shall certify that you are phsyically fit.
- ☑ Drivers over the age of 70 must submit two (2) physicals annually (every 6 months).
- ☑ Have the ability to hear normal conversational sounds.
- ☑ Not have a loss of foot, leg, hand, or arm or other physical defect or limitation likely to interfere with safe driving.
- ☑ Be free from any mental, nervous, heart, organic or functional disease likely to interfere with safe driving.
- ☑ Be free from addiction to use of narcotics, or habit-forming drugs, alcoholic beverages or liquors.
- ☑ Pass a driving and criminal record screening.
- ☑ Pass a written test based on the contents of this brochure, and the Class D Driver's Manual.
- ☑ Not have a "G" restriction (limit to daylight only) on your driver's license.

No license will be issued to any applicant who has been convicted of rape, unnatural acts, sodomy, or the use, sale, manufacture, possession with intent to distribute or trafficking of any controlled substance under Section 31 of Chapter 94C; nor to one convicted, within the five years preceding application, of operating under the influence of any of the following: vapors of glue, liquor ,marijuana, narcotic drugs, depressants or stimulant substances as defined in Section 1 of Chapter 94C.

Persons assigned to the Alcohol Education Program are deemed convicted for the purpose of this section.

## License Renewal

School pupil transport licenses are valid for one year from the date of issue and may be suspended for reasonable grounds. License renewal is subject to physical and probation screening.

Applications must be completely filled out and accompanied by medical certification and a nonrefundable fee of $15.00 in the form of a **personal** or **certified check** or **money order** made payable to the Registry of Motor Vehicles and mailed directly to:

Driver Licensing Section
P.O. Box 199100
Boston, Massachusetts 02119-9100

Your license will then be mailed to you. In an emergency, which may not exceed three days, the license requirement may be waived provided the operator is over 21 and a duly licensed Massachusetts operator.

### Before Driving Pupils...

Before starting off for the day, you must make a pre-trip inspection of the vehicle to ensure safe operation.

***Make sure you check the following required equipment:***

- first aid kit
- pair of chock blocks
- three flares
- fire extinguisher
- two operable front windshield wipers
- "School Bus" sign displayed so as to be visible front and rear (must be concealed when vehicle is used for other than transporting pupils).
- Front and rear red flashing lights which may only be used and must flash continuously when pupils are getting on or off.

Tires should be properly inflated and brakes, defogger, headlights and all other safety equipment in proper working condition.

In case of emergency, the law provides for the use of any motor vehicle for a maximum of five days.

Each vehicle should have a clipboard or some other device to hold necessary information. Be sure to include:

- a route description which contains the name and addresses of all children--both to and from school
- locations of emergency facilities along your route, clearly marked on a map
- emergency numbers and addresses of hospitals, police, the school, etc.

Drivers are prohibited from smoking, consuming alcoholic beverages, and refueling while transporting school pupils. Drivers should assist those pupils who require assistance in entering and leaving the vehicle.

The driver must not leave the vehicle unattended while pupils are in the vehicle. This does not apply to circumstances when a driver leaves the vehicle to assist clients in entering and leaving the vehicle.

Only the driver may occupy the driver's seat.

## Driver Responsibilities

Responsibility to the pupil starts some distance from a stop. Apporoach pupils with extreme care, especially when road conditions are slippery--the most common surface condition contributing to accidents.

Direct or assist pupils immediately to their seats. While children are boarding or exiting, red warning lights must flash continuously. Before deactivating flashing red warning lights, make sure all passengers are safely seated and in seat belts. Both drivers and passengers are required by law to wear seat belts in school pupil transport vehicles.

Remember, when unloading pupils, you are responsible for their safety as they cross the road. Always make sure they cross in front of the vehicle.

If you must leave the vehicle to assist an exceptional pupil on or off, first secure the emergency brake, then shut off the engine.

When the vehicle is in motion, all doors must be firmly closed and locked. You are expected to maintain order. If a pupil presents a disciplinary problem, he/she should be reported to the appropriate authorities according to procedures established by your employer.

## If You Have Any Questions...

If you have any questions, contact the Driver Licensing Division at the Registry of Motor Vehicles. The direct phone number is: (617) 351-9350. The office is open Monday through Friday from 8:30 am until 5 pm.

## *RMV Branch Offices*

Unless noted otherwise, all RMV branches listed below are full service facilities that allow you to transact most RMV business and receive information. For special issues such as suspension hearings or medical affairs, please call the RMV Phone Center at 351-4500 within the (617) or (781) area codes or 1-800-858-3926 from the (413), (508) or (978) area codes. Class D, M and 7D testing hours are Monday through Friday 9:00am - 5:00pm. **Hours are subject to change without notice.**

**Boston Registry**
630 Washington Street
Mon-Fri 8am-5pm, Thurs till 7pm

**Beverly Registry**
**176-186 Cabot Street**
Mon-Fri 8am-5pm, Thurs till 7pm

**Brockton Registry**
490 Forest Street
Mon-Fri 8am-5pm, Thurs till 7pm

**Fall River Registry**
Durfee Union Mill, Building 7
230 Plymouth Avenue
Mon-Fri 9am-6pm, Sat 9am-12noon

**Framingham Registry**
10 Pearl Street
Mon-Fri 8am-5pm, Thurs till 7pm

**Haverhill Registry**
10 Welcome Street
**Limited Service**
Wed & Fri ONLY, 9am-12noon, 1pm-4pm

**Hyannis Registry**
Hyannis Village Square Shopping Center
180 Falmouth Road
Mon-Fri 8am-6pm, Thurs till 7pm
Sat 9am-12noon

**Lawrence Registry**
599 South Union Street
Mon-Fri 8am-5pm, Thurs till 7pm

**Leominster Registry**
80 Erdman Way
Mon-Fri 8am-6pm, Thurs till 7pm
Sat 9am-12noon

**Lowell Registry**
452 Chelmsford Street
Mon-Fri 8am-5pm

**Malden Registry**
180 Exchange Street
Mon-Fri 8am-5pm

**Milford Registry**
14 Beach Street
**Limited Service**
Tue & Thurs ONLY, 9am-12noon, 1pm-4pm

**Nantucket Registry**
16 Broad Street
Mon-Fri 9am-12noon, 1pm-4pm

**New Bedford Registry**
950 Kings Hwy
Mon-Fri 8am-5pm, Thurs till 7pm

**North Adams Registry**
420 Curran Hwy
Mon-Fri 8:45am-5pm

**North Attleboro Registry**
555 Kelly Blvd
Mon-Fri 8am-5pm, Thurs till 7pm

**Northampton Registry**
241 King Street
Mon-Fri 8am-5pm

**Oak Bluffs Registry** (Martha's Vineyard)
One Douglas Lane
Mon-Fri 9am-12noon, 1pm-4pm

**Orleans Registry**
2nd Barnstable District Courthouse
Limited Service
Tues ONLY 9am-12noon, 1pm-4pm

**Pittsfield Registry**
333 East Street
Mon-Fri 8:45am-5pm

**Plymouth Registry**
40 Industrial Park Road
Mon-Fri 8:00am-5pm

**Quincy Registry**
76 Ross Way
Mon-Fri 8am-5pm, Thurs till 7pm

**Reading Registry**
275 Salem Street
Mon-Fri 8am-5pm, Thurs till 7pm

**Southbridge Registry**
926 West Main Street
Mon-Fri 8am-5pm

**Springfield Registry**
165 Liberty Street
Mon-Fri 8am-5pm, Thurs till 7pm

**Taunton Registry**
Taunton Mall
1 Washington Street
Mon-Fri, 9am-6pm, Sat 9am-12noon

**Watertown Registry**
550 Arsenal Street
Mon-Fri 9am-6pm, Thurs till 7pm
Sat 9am-12noon

**Worcester Registry**
611 Main Street
Mon-Fri 8am-5pm, Thurs till 7pm

## *License Express Locations*

Unless otherwise noted, all RMV License Express counters are open Monday-Friday from 10am till 7pm and on Saturday from 10am till 5pm. The only services available at License Express locations are driver's license renewal and amendments, and duplicate photo imaging licenses. You may drop off license plates and a receipt will be processed and mailed to you.

License Express facilities DO NOT ACCEPT CASH. Only MasterCard, Visa, checks or money orders are accepted for payment.

**Cambridgeside Galleria** (Cambridge)
100 Cambridgeside Place

**Emerald Square Mall** (North Attleboro)
999 South Washington Street

**Fairfield Mall** (Chicopee)
591 Memorial Drive

**Greendale Mall** (Worcester)
7 Neponset Street

**Liberty Tree Mall** (Danvers)
Independence Way (Route 114)

**Meadow Glen Mall** (Medford)
Mystic Valley Parkway
Tues-Fri 10am-6pm, Sat 10am-5pm

**Middlesex Mall** (Burlington)
43 Middlesex Turnpike

**Mohawk Mall** (Greenfield)
91 Main Street
Mon-Fri 9am-2pm, 3pm-5pm

**Roslindale Registry** (Boston)
8 Cummins Highway
Limited Service
Mon-Fri 9am-2pm, 3pm-4pm

**Westgate Mall** (Brockton)
200 Westgate Drive, Suite 12

## Need Registry Information?

**Call the Registry's Customer Phone Center for quick, accurate information. Customer Service Representatives are available weekdays 9am until 7pm!!**

**Call 351-4500 within the (617) or (781) area codes or 1-800-858-3926 from the (413), (508) or (978) area codes.**

Or, for general questions about licenses or branch locations and hours, more than 200 recorded messages are available seven days a week, 24 hours a day. Just call one of the numbers listed above and use your touch tone phone.

**Registration Renewal Time? Need to pay a speeding ticket?**

Call the Phone Center to renew an existing vehicle registration or to pay most moving vehicle violations using Mastercard or Visa. Have your registration renewal information or the citation number ready with your credit card and call the Phone Center!

*...Or renew by mail or over the internet and save $5.00!*

## Get Online With the RMV!

**For comprehensive RMV information, visit our home page at www.state.ma.us/rmv**

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Approved by: Philmore Anderson III, State Purchasing Agent

**Commonwealth of Massachusetts**
Registry of Motor Vehicles
P.O. Box 199100
Boston, MA 02119-9100

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